

IMPORTANT STEPS TO GET STARTED

- ★ Create a folder on your desktop labelled **TIMESHEETS**
- ★ Install **Google Chrome**

1st Time Users

MATS

E-Sign

Log into MATS and create your Timesheet report. Instead of printing the report, click **SAVE**. Save the Timesheet into the folder you have created for **TIMESHEETS**.

(Be sure to save your timesheet using the naming convention provided)

Open Google Chrome and visit www.silanis.com. Click e-SignLive Login in the upper right corner. Login.

Click **"SEND NEW PACKAGE"**

Name: This should be the same as the file name of your Timesheet. Click **"Create"**.

Pull down **"Search for Signer to add to this package"** and search for your Supervisor.

Pull down **"Search for Signer to add to this package"** and search for your Timekeeper.

Click **"Define a role workflow"** to set the signing order.

Click **"Save Template"**.

Name this template the same as your Timesheet, however do not include the date at the end. (This step is only required the first time)

Click **"Add Document"** and upload your Timesheet.

Click on the document you just uploaded.

Click **"Add Barcode"** and place a barcode on your Timesheet and place the barcode next to your employee info box.

Select your name from the pull down and click **"Add Signature"**.

Move the box to the area where you would normally sign.

Click the wheel within your signature field and select **"Add Field"**. Select **"Signing Date"** and move that box to the areas you would normally date your Timesheet. Close that selection box.

Select your Supervisors name from the pull down and click **"Add Signature"**. Move the box to the area where your Supervisor would normally sign.

Select your Timekeepers name from the pull down and click **"Add Signature"**.

Click the wheel within your Timekeepers signature field and select **"Type"**. Select **"Click-To-Initial"** and move that box to below your Supervisors signature.

Click **"Save Layout"**.

Name this layout the same as your Timesheet, however do not include the date at the end. (This step is only required the first time)

Click **"Send"**.

You will receive an email with a link, follow that link and click to sign your Timesheet.

